

# **INITIAL APPLICATION INSTRUCTIONS**

## **INTRODUCTION**

*Your certification is a personal property right, and as such, may be removed through “due process” for violations of the Uniform Disciplinary Act (UDA), RCW 18.130. When you are applying for certification, it is critical that you complete the application yourself, and that you answer all questions accurately. Please do not copy or modify the application form, including the Part D Confidential form. An altered, incomplete, or incorrectly completed application cannot be processed and will delay your possible certification.*

**Please see attached “Critical Ingredients to Getting Your Washington State EMS Certification”.**

## **STEP 1: IDENTIFICATION INFORMATION**

Please complete the top portion of Page 1 of the application, and then proceed to Part A through C. **Please note that collection of your Social Security Number is required (42 USC 666 and Chapter 26.23 RCW). This is for our internal use only.**

## **STEP 2:**

Part 'A'

1. Circle the level of certification you are requesting at this time (*choose only one*).
2. If you are upgrading your current level of certification, check “YES”. If this is your first certification in Washington, check “NO”. Reinstatement of an expired Washington State EMS certification requires a *Recertification Application*.
3. Choose **either** PAID or VOLUNTEER to indicate your primary status with the EMS agency you are associated with.

## **STEP 3:**

Part 'B'

First Responders must answer questions #1 through #4. EMTs, IV Technicians, Airway Technicians, IV/Airway Technicians, ILS Technicians, ILS/Airway Technicians and Paramedics must answer questions #1 through #5. **NOTE:** If you are upgrading, picture identification is not required.

## **STEP 4:**

Part 'C'

Please provide all of the information regarding your licensed EMS agency. If you are ***not*** associated with an EMS agency licensed in Washington State at this time, your application cannot be processed. Active association with a Washington State licensed EMS agency is **required** for certification.

## **STEP 5: EMS AGENCY SUPERVISOR STATEMENT**

Your EMS agency supervisor must complete this portion of your application. **NOTE:** You cannot sign for yourself as supervisor. Please have your supervisor sign and date the application.

(continued on back page)

**STEP 6: MEDICAL PROGRAM DIRECTOR (MPD) STATEMENT**

Follow the instructions from your local EMS coordinator or EMS agency supervisor to obtain your MPD's signature and date. Your application is not complete until it is signed and dated by the MPD recommending you for certification.

**STEP 7: APPLICANT STATEMENT**

You must sign your application attesting to the accuracy of the information you have provided. Your application is not complete if you have not ***signed and dated*** your application. **NOTE: Pages 1 and 2 of the application are good for a period of one year from the date the applicant signs the form.**

**STEP 8: PART D**

Part 'D' is a series of confidential, personal, background information questions asked of **all** applicants. The UDA requires this information. Your responses are necessary to help us ensure public safety and provide consistency with other health care professions. This page must be detached and returned by you **directly** to the ***Licensing and Certification office*** of the Washington State Department of Health, Office of Emergency Medical Services and Trauma System (*address at the bottom of Page 4*). **NOTE: Part D, pages 3 and 4 of the application are good for a period of 6 months from the date the applicant signs the form.**

Office of Emergency Medical Services and Trauma System website: [www.doh.wa.gov/hsga/emtp/](http://www.doh.wa.gov/hsga/emtp/)

**EXAMPLES OF WHY AN APPLICATION MAY  
BE DELAYED OR NOT PROCESSED:**

- 1) Incomplete application and/or Part D (i.e., no agency supervisor or MPD signature, Social Security Number not given, question unanswered).
- 2) No Part D received.
- 3) Signatures of the agency supervisor, MPD, and applicant are not original signatures.
- 4) Application and/or Part D submitted is an out-dated version.
- 5) Copy of current photo identification has not been received, or all information on the copy is not clear, including the photograph.
- 6) It has been more than one year since the applicant signed and dated pages 1 and 2 of the application form.
- 7) It has been more than 6 months since the applicant signed and dated Part D, pages 3 and 4 of the application form.

Please follow these instructions closely. If you have any questions, please contact the Licensing and Certification Section (contact information is on Page 2 of the application). Rev 10/03

# Critical Ingredients to Getting Your Washington State EMS Certification

This sheet is designed to help you get your certification card. Please keep this sheet with you and refer to it through the entire certification process.

## **Ingredient #1:**

Once you have received your course completion certificate, you are eligible to take the Washington State certification exam. You must take your course completion certificate and photo ID with you to the exam site.

- ✓ Failing scores will be sent to you promptly.
- ✓ Passing scores will be sent to you with your certification card (once all requirements have been met).
- ✓ Passing the state certification exam does **NOT** mean you are certified.

## **Ingredient #2:**

Complete the front and back of the Department of Health *Initial Application* (pages 1 & 2). Carefully read and follow all instructions attached to the application. Please notice that you must have agency association before you can be certified. (Do not change this application in any way. If you do, your certification **cannot** be processed.)

## **Ingredient #3:**

Detach the *Initial Application Part 'D' – Personal Information*, confidential form and complete it as instructed. (Do not change this form in any way. If you do, your certification **cannot** be processed.) When completed, send this form directly to the Department of Health. If you have any “yes” answers, a written explanation and supporting documents must be attached to the form. If you have any questions about the *Part 'D'* form, call the state EMS office at: 1-800-458-5281, Extension 1 or (360) 236-2845

- ✓ Website address: [www.doh.wa.gov/hsqa/emtp/](http://www.doh.wa.gov/hsqa/emtp/)

## **Ingredient #4:**

If 30 days have gone by since you passed your state exam and turned in your *Initial Application* and *Part 'D'* form, and you have not received your certification card, do the following:

- ✓ Call your local EMS coordinator, if you have one, if not
- ✓ Call the state EMS office at the number shown above

Now you have all the ingredients needed to help us process your certification as soon as possible.

**REMEMBER: You cannot provide patient care unless you have a current certification card in your possession.**